



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

**DATA PROCESSING MANAGER III
\$7,260.00 - \$8,656.00
INFORMATION TECHNOLOGY DIVISION
CDI MENU MODERNIZATION PROJECT (CMMP) PROJECT
MANAGEMENT OFFICE
SACRAMENTO**

This is an internal recruitment and limited to current CDI employees only.

RESPONSIBILITIES:

Under the general direction of the Project Director CDI Menu Modernization Project (CMMP) and Chief Information Officer (CIO) of the Information Technology Division, the incumbent manages the Project Management Office for the CMMP. The Manager must apply a high level of organizational understanding in formulating strategies and policies pertaining to Information Technology (IT) Project Management practices, Control Agency compliance and must ensure quality customer service through subordinate staff for functions provided by the Project Management Office. The incumbent must ensure compliance with Control Agency requirements pertaining to the CMMP and oversee the Project Management Office ensuring appropriate practices are followed. The incumbent will direct the efforts of staff in implementing and monitoring compliance with Control Agency requirements. The incumbent also acts as the CMMP Program Manager; assists in the acquisition of necessary resources; monitors IT project expenditures; facilitates meetings with clients and contractors; prepares annual Budget Change Proposals; plans, directs, organizes and assigns CMMP Project Management Office staff; and reviews procurement and justification documents to ensure that they are consistent with the CMMP IT Procurement Plan.

DESIRABLE QUALIFICATIONS:

- Experienced in effectively leading teams with diverse technical backgrounds and complex IT projects
- Customer service focused, with experience in evaluating IT business needs and recommending effective solutions
- Exhibit initiative, flexibility and strong interpersonal skills
- Adjust priorities based on shifts in management priorities
- Project Management Professional (PMP) certified

SPECIAL PERSONAL CHARACTERISTICS

- Possess excellent managerial skills in leading a large unit
- Knowledge of principles, practices, and trends of public administration, including management,

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DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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organization, planning, cost/benefit analysis, budgeting, project management and evaluation; employee supervision, training, development and personnel management

- Ability to handle concurrent assignments and learn difficult concepts quickly
- Ability to work under pressure and respond to change

INTERPERSONAL SKILLS

- Must possess excellent communication skills both verbal and written
- Ability to interact well with others using tact, poise and effective communication skills.
- Willingness to work in a team environment and build from the potential assets of each team member

WHO MAY APPLY:

Applications will be accepted from internal recruitment and limited to current CDI employees only. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the State application.***

All applicants, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#) and proof of meeting the minimum qualifications of the classification to Reginald Justo, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.**

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **PLEASE INDICATE "Data Processing Manager III, PSN # 413-108-1393-XXX" ON THE STATE APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call Reginald Justo at (916) 492-3351.

FINAL FILING DATE: Tuesday, September 23, 2014 - Close of Business (5:00 p.m.)

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NOTE: Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.

If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.

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